

Embassy of the United States of America Bamako, Mali Management Notice

MANAGEMENT NO.: S13-096

DATE: October 29, 2013

SUBJECT: ANNOUNCEMENT NUMBER 13-026

OPEN TO: All Interested Candidates

POSITION: Senior Inventory Clerk, FSN-7; FP-7

OPENING DATE: October 29, 2013

CLOSING DATE: November 12, 2013

WORK HOURS: Full-time 40 hours week

SALARY: *Not-Ordinarily Resident (NOR): US\$39,994 p.a (Starting salary
Position grade: FP-7 to be confirmed by Washington)

*Ordinary Resident: CFA 4,542,995 per annum
(Starting salary before benefits and allowances)
Position grade: FSN-7

**ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK
AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

ONLY THE PRESELECTED CANDIDATES WILL BE CONTACTED.

The U.S. Embassy in Bamako is seeking a Senior Inventory Clerk in the General Services Office Section.

BASIC FUNCTION OF POSITION:

The incumbent is responsible for implementing and directing all Post inventory procedures, policies, and practices. She/he sets section priorities and supervises one (1) inventory clerk. She/he also ensures the completion of required reports prior to mandate deadlines and compliance with department inventory policies.

QUALIFICATIONS REQUIRED:

- Completion of secondary school.
- Four years of inventory, property management, accounting, or supply chain management.
- One year of prior supervisory experience.
- English III and French level IV. English will be tested.
- Proficient in Microsoft Office Suite products (Outlook, Word, Excel, Power Point), good keyboarding skill, excellent organizational and planning skills
- A valid driver's license from Mali or CEDEAO country (B, C, D).

SELECTION PROCESS:

When fully qualified, U.S. Citizens Eligible Family Members (USEFMs) and U.S Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

INTERESTED APPLICANTS FOR THIS POSITION MUST SUBMIT THE FOLLOWING OR THE APPLICATION WILL NOT BE CONSIDERED:

1. Application for U.S. Federal Employment (DS-174) available on <http://mali.usembassy.gov/job-opportunities.html> ; Applicant must specify on the third page of the Employment Forms (DS-174) part 24, their English knowledge level,
2. Any other documentation (e.g., copies of essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office - HROBamako@state.gov

Subject: [Senior Inventory Clerk](#)

POINT OF CONTACT

HRO: 2070- 2511/2316 FAX: (223) 2070-2348

CLOSING DATE FOR THIS POSITION: NOVEMBER 12, 2013

The U.S. Mission in Bamako, Mali, provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted: HRA:FSidibe

Clearance: AGSO: SSwatzburg

SGSO: JBiron

A/MO: BJensen

Appendix A: Definitions

1. Non-Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

2. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References